

# Job Announcement

<http://mdcourts.gov>

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<b>Opening Date:</b>	December 4, 2014	<b>Closing Date:</b>	December 18, 2014
<b>Job Title:</b>	Civil Assistant	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	059444 & 059465	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Montgomery County Rockville, Maryland	<b>Grade/Entry Salary Range:</b>	J6 \$30,157 - \$35,732 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

## Regular State employees subject to promotion/demotion policy

**Essential Functions:** The Civil Assistant performs all civil court functions within the Civil Department. This position indexes new cases into the court's databases, processes and updates civil case files by reviewing pleadings and typing docket information as received, and maintains case file folders for the documents. In addition, this position assists the public and attorneys by providing information about the status of cases or the Clerk's Office procedures via in person or telephone, collects fees by utilizing a computerized cash register, and prepares civil summonses and writs. The Civil Assistant also prepares cases for transfer to other courts, receives cases from other courts, issues bench warrants, and sends appropriate court notices to all parties. This position performs all other duties as assigned.

**Education:** High School Diploma or GED.  
**Experience:** Minimum of one year of related experience.  
**Preferred:** Previous legal experience.

**Skills/Abilities:** Ability to communicate in an effective, patient, and tactful manner with customers and co-workers. Ability to learn and apply job-related terminology, policies, procedures, regulations and laws and to define problems, collect data, establish facts, record data, and appropriately complete forms and provide information to customers. Ability to interpret comments and notations and record essential information. Ability to follow instructions and produce accurate results. Ability to build working relationships with co-workers and be a team player. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to provide consistent, courteous customer service in person and over the telephone. Ability to lift up to 40 lbs. using proper lifting techniques. Ability to sit, stand and/or lift for long periods of time. Ability to operate a cash register. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

Circuit Court for Montgomery County  
 Montgomery County Judicial Center  
 50 Maryland Avenue  
 Rockville, MD 20850  
 ATTN: Barbara Meiklejohn, Clerk of Court

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The selected candidate must submit a complete employment application at time of interview and will be subject to a background check. Employees must be a United States citizens or eligible to work in the United States.**